

UNIVERSITY CLINICAL, EDUCATION & RESEARCH ASSOCIATES

POSITION DESCRIPTION

Position Title: Coder

Date Prepared: September 30, 2009

Department: Central Business Office

FLSA Status: Full-time, Non-exempt

Position Reports To: CBO Director

Potential Occupational Exposure to Bloodborne Pathogens: No

UCERA is a non-profit organization established to further the mission and vision of the John A. Burns School of Medicine at the University of Hawaii. UCERA contributes to the goal of improving the health care status of the citizens of Hawaii and the Pacific by supporting education, research and clinical activities of the school, and by collaborating with hospitals, government agencies and other entities.

POSITION SUMMARY

The Coder is responsible for coding inpatient and outpatient records. Review the entire medical record and assign the correct ICD9 and CPT4 codes to each data element. Contact and work with physicians as needed for clarification of details.

ESSENTIAL JOB DUTIES AND FUNCTIONS

- Provide coding support for departments to which they have been assigned to by coding for and educating physician and staff on company coding practices
- Effectively communicate with medical staff to resolve questions.
- Retrieves, reviews, and analyzes medical records and related documents.
- Assists with special billing projects as assigned.
- Concurrently code for physicians on a bi-monthly basis (which would be used) as an education tool by reviewing E&M and procedures and provide feedback to the physicians
- Analyze provider reimbursement (charge and payment report) data and responsible for reporting appropriate reimbursement trends
- Assist the Central Billing department by monitoring, following up, and reporting to providers on rejected/denied charges that they have had to resolve in task manager
- Generate reports based upon analysis for Physician's feedback and alert Central Billing department of action needed to appeal inappropriate denials
- Maintains strictest confidentiality.
- Performs all other duties as assigned.

JOB CONDITIONS

- Normal working conditions, indoors, air-conditioned.
- Usual hours are Monday-Friday, 8:00 a.m. to 5:00 p.m. Hours may be flexed to accommodate clinic schedules, and duties may require extended hours.

- Must have excellent written and verbal communication skills. Requires communication with staff, between departments, and with clients and contractors.

EQUIPMENT USED

- Skilled in use of office equipment (i.e., Facsimile, printers, copiers, computers).
- Proficiency with Microsoft Office applications, Windows, Excel and the Internet.

MENTAL AND PHYSICAL DEMANDS

- Working with minimal supervision; attention to detail, accuracy and concentration, and ability to maintain calm composure while performing multiple tasks.
- This position occasionally requires lifting items up to 30 pounds, frequent sitting, standing, walking and bending.
- Some driving to meeting sites as necessary.

MINIMUM QUALIFICATION REQUIREMENTS

Skills/Knowledge:

- Flexibility to adapt to new ideas and roles as they are developed.
- Ability to organize and prioritize tasks effectively.
- Ability to read, understand and follow oral written instructions.
- Ability to research and resolve problems
- Excellent customer service skills (both internal and external customers)
- Working knowledge of medical billing and collections
- Knowledge of ICD-9 and CPT-4

Education/Training:

- High School diploma or equivalent.
- Certified Professional Coder (CPC) certification required

Experience:

- Entry level medical coding experience or medical coding education.
- Prior medical records review experience

Other qualifiers:

- Must be able to plan and prioritize work flow and produce an acceptable volume of work accurately.
- Demonstrated ability to function in a highly professional manner, exercising complete confidentiality and discretion at all times.
- Ability to accomplish multiple tasks on time with accuracy and minimal supervision.
- Attention to detail and ability to accurately synthesize lengthy, complex materials.
- Proficient in using MS Word and Excel, with a working knowledge of databases and electronic communications.

- Excellent English grammar and proofreading skills.
- Strong oral and written communication skills.
- Excellent customer service skills with the ability to interact positively and sensitively with staff and the general public.
- Successful experience working as a team member with a multicultural staff and clientele.

TERMS OF EMPLOYMENT

Position is located in our Central Business Office and is available immediately. Continued employment subject to terms of employment, job performance and/or continued funding.

Employment is “at will” and can be terminated at any time, either by the employee or UCERA, with or without cause or reason and with or without notice.

ABOUT THE SALARY AND BENEFITS

UCERA offers a competitive package. Salary commensurate with education and experience. Benefits include 13 holidays per year, 100% employee coverage for health and dental, flexible spending plan, pension plan with 3% dollar-for-dollar company matching contributions, 2 weeks of paid vacation after 90 days of service, and 100% company paid group life insurance and employee assistance program.

INTERESTED APPLICANTS

Qualified applicants are encouraged to email a cover letter, resume, and salary requirements to jobs@ucera.org or fax at 808-536-7315.

UCERA is an Equal Opportunity Employer.

www.ucera.org